

Functions

Office of the Chief

1. Responsible for the administration of all confidential funds.
2. Directs inspections of foreign stations for financial administrative review and guidance of confidential funds activities.
3. Advises the HF Career Service Board on training, assignment, and rotation of foreign and domestic Finance employees.

Registry Unit

1. Maintains files and correspondence relating to covert financial activities.
2. Receives and dispatches all mail and pouch material for the Division.
3. Performs logging, recording, and routing functions necessary for proper control of documents within the Division.

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Functions

Accounts Branch

1. Devises and maintains financial records and accounts on all covert financial support.
2. Prepares periodic financial reports, balance sheets and statements on combined covert financial operations.
3. Prepares financial reports for administrative use of operating divisions.
4. Reviews monthly financial reports from Class A field stations and prepares the necessary instructions to overseas stations to implement accounting policies and procedures.
5. Maintains follow-up on all delinquent personal advances made to Agency employees.
6. Reviews financial statements of proprietary and subsidy projects; determines the change in Agency equity and other activities affecting the Agency accounts; and prepares appropriate entries for the accounting records.
7. Determines that financial statements are in accordance with the administrative plan both as to form and content.
8. Assures that appropriate trust certificates, stock certificates or any other documents required by the project administrative plan are provided to the appropriate custodians.
9. Advises all components of Finance Division as to the application and interpretation of accounting policy and procedures.

CONFIDENTIAL

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Functions

Operations and Liaison Branch

1. Assures that confidential funds are made available in an effective, timely and secure manner and that control and accountings for such funds is of such a character as to protect the Director in the discharge of his responsibilities for the proper expenditure of confidential funds under Public Law 110.
2. Assists and advises officials and employees of covert activities relative to financial procedures, implications and plans in connection with covert projects and operations.
3. Initiates, develops and coordinates regulations, instructions and criteria on covert financial support functions.
4. Assists and coordinates with T&S and operating divisions in the development of financial guides and standards for application to subsidy and proprietary projects.
5. Coordinates finance training program for personnel who will in some degree handle confidential funds finance matters.
6. Audits and certifies vouchers, accountings and claims pertaining to confidential funds.
7. Performs all payroll and allowance functions for Staff Agents, Contract Agents, Contract Employees and Military personnel paid from confidential funds.

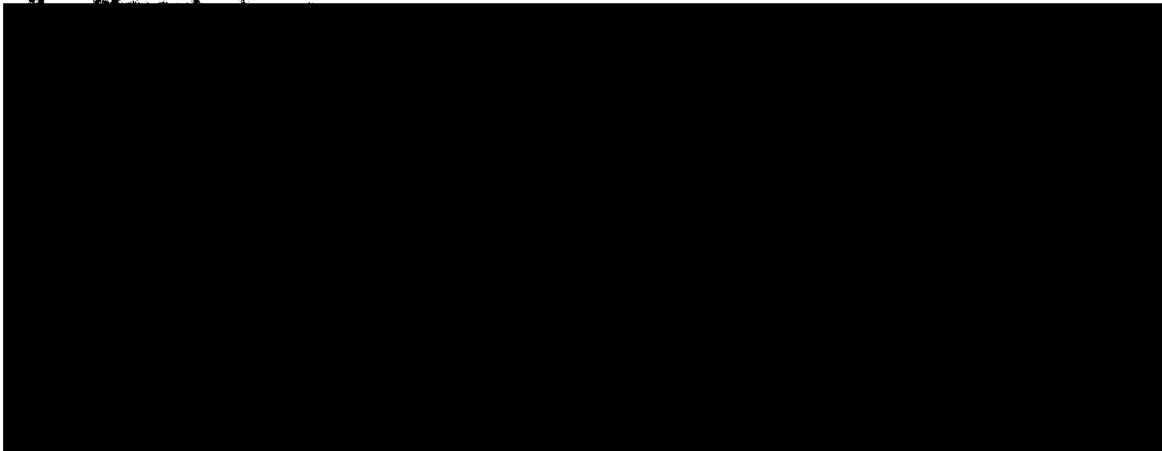
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Functions

Monetary Branch

1. Collects and analyses foreign exchange and monetary information.



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Functions

Payroll and Travel Branch

1. Maintains individual payroll, leave and allowance files and records on all Staff employees paid from unvouchered funds.
2. Audits time and attendance reports submitted by operating units on Staff employees.
3. Prepares confidential funds payrolls on Staff employees and distributes checks.
4. Posts and reconciles payments of salary and allowances made at foreign stations.
5. Maintains tax and retirement accounts on all Staff employees paid from confidential funds.
6. Prepares periodic financial reports on payroll matters.
7. Audits and certifies travel vouchers for both civilian and military personnel.

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Functions

Industrial and Internal Audit Division

1. Performs audit services in connection with proposed, current, completed, and terminated contracts except those for personal services.
2. Audits contractors' vouchers in the light of Agency contracts and amendments thereto.
3. Establishes accounting procedures and instructions for contractors regarding billing and accounting requirements.
4. Effects properly authorized payments to contractors on a timely basis in accordance with the terms and conditions of the contracts and amendments.
5. Assists the Logistics Office in maintaining equitable and cooperative relationships with contractors.
6. Performs such internal audit of the financial operations and records of the Agency as directed by the Comptroller.

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